

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 1100RH**

**1 MARCH 2005**



***Manpower Standard***

***RAPID ENGINEERING DEPLOYMENT HEAVY OPERATING  
REPAIR SQUADRON ENGINEERING (RED HORSE)  
SQUADRON (RHS) ADMINISTRATIVE STAFF***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Rapid Engineering Deployment Heavy Operating Repair Squadron Engineering (RED HORSE) Squadron (RHS) Administrative Staff function whose mission is to provide an integrated, administrative support for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the RHS Administrative Staff function. This standard applies to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

**1. STANDARD DATA.**

1.1. Approval Date: 1 March 2005.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation:  $Y = 2-4$  (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Col Janice Stritzinger, ANG/CE

1.4.2. Manpower: Mr. Rick Gift, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS.** This work center requires constant manpower of two to four authorizations depending upon the number of Drill Status Guardsmen (funded) authorized to the unit for the fourth fiscal quarter. Use the Manpower Table at Attachment 3 to determine required Air Force Specialty Codes (AFSC). No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools.*

*Abbreviations and Acronyms*

**AF** - Air Force

**AFCT** - Air Force Classification Test

**AFSC** - Air Force Specialty Code

**AGR** - Active Guard/Reserve

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**BMT** - Base Military Training

**CDC** - Career Development Course

**DD** - Department of Defense

**DEERS** - Defense Enrollment Eligibility Reporting System

**MPF** - Military Personnel Flight

**NGB** - National Guard Bureau

**OJT** - On-The-Job Training

**PC** - Personal Computer

**PC III** - Personnel Concept Three

**PME** - Professional Military Education

**POD** - Process Oriented Description

**RED HORSE** - Rapid Engineering Deployment Heavy Operating Repair Squadron Engineering

**RHS** - RED HORSE Squadron

**RUTA** - Rescheduled Unit Training Assembly

**SAV** - Staff Assistance Visit

**SGLI** - Serviceman's Group Life Insurance

**SSF** - Special Security File

**TCO** - Test Control Office

**TDY** - Temporary Duty

**TO** - Technical Order

**UGT** - Upgrade Training

**UMD** - Unit Manpower Document

**UTA** - Unit Training Assembly

**WGM** - Work Group Manager

### *Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

**Historical Record.** Documented past work performance of the work center.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Operational Audit.** A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

**Technical Estimate.** A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
RHS ADMINISTRATIVE STAFF**

**Table A2.1. Listing of Functional Processes.**

<b>TASK NO.</b>	<b>PROCESS</b>
1.	PERSONNEL.
1.1.	PROCESSES OFFICER APPOINTMENT.
1.2.	PROCESSES RETIREMENT PACKAGE.
1.3.	PROCESSES EVALUATION. Establishes suspense, returns to rater minor errors, and forwards.
1.4.	PROCESSES DISCHARGE PACKAGE.
1.5.	PROCESSES DRUG TESTING PAPERWORK.
1.6.	PROCESSES AWARD AND DECORATION PACKAGE.
1.7.	CREATES EXCESS/OVER GRADE REPORT.
1.8.	OUT-PROCESSES PERSONNEL FOR BASIC MILITARY TRAINING (BMT).
1.9.	UPDATES UNIT RECALL ROSTER.
1.10.	UPDATES PERSONNEL CONCEPT III (PC III). Updates system for all personnel actions required.
1.11.	MAINTAINS UNIT PERSONNEL FILE.
1.12.	COORDINATES DUTY STATUS CHANGE WITH MILITARY PERSONNEL FLIGHT (MPF).
1.13.	MONITORS PHYSICAL PROFILE CHANGE. Reviews, distributes, and files physical profile change.
1.14.	MANAGES RESCHEDULED UNIT TRAINING ASSEMBLY (RUTA) ATTENDANCE.
1.15.	IN-PROCESSES NEWLY ASSIGNED PERSONNEL.
1.16.	OUT-PROCESSES PERSONNEL DEPARTING UNIT.
1.17.	PROCESSES TDY ORDER.
1.18.	MAINTAINS DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS). Checks member's eligibility, issues ID card, and completes DD Form 1172,

TASK NO.	PROCESS
	<i>UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD.</i>
1.19.	UPDATES EMERGENCY DATA DD FORM 93, <i>EMERGENCY DATA, RECORD OF</i> , INFORMATION.
1.20.	UPDATES SERVICE MEN'S GROUP LIFE INSURANCE.
1.21.	MAINTAINS UNFAVORABLE INFORMATION FILE. Prepares letter and maintains folder.
1.22.	PERFORMS LINE OF DUTY DETERMINATION. Determines eligibility of incident and completes required form.
1.23.	PROCESSES CONDITIONAL RELEASE.
1.24.	PROCESSES AIR GUARD/RESERVE (AGR) AND TEMPORARY AGR ORDERS REQUEST. Completes request and distribute order.
1.25.	PROCESSES LETTER OF INDEBTEDNESS.
1.26.	PROCESSES LETTER OF REPRIMAND.
1.27.	PROCESSES ADMINISTRATIVE DEMOTION.
1.28.	PROCESSES PROMOTION DOCUMENTATION.
1.29.	PROCESSES SEPARATION AND RETIREMENT DOCUMENTATION.
1.30.	PROCESSES REENLISTMENT OR EXTENTION DOCUMENTATION.
1.31.	PROCESSES PASSPORT PAPERWORK.
1.32.	SCHEDULES ANNUAL PHYSICAL.
1.33.	PROVIDES PERSONNEL DATA FOR STATUS OF RESOURCES AND TRAINING REPORTING.
2.	CUSTOMER ASSISTANCE.
2.1.	ACKNOWLEDGES VISITOR.
2.2.	ESCORTS VISITOR.
2.3.	SCHEDULES APPOINTMENT.
3.	WORKGROUP MANAGER.
3.1.	PROCESSES AF IMT 3215, <i>IT/NSS Requirements Document</i> .
3.2.	LOADS SOFTWARE APPLICATION.
3.3.	PROVIDES INITIAL TRAINING FOR NEW USER.

<b>TASK NO.</b>	<b>PROCESS</b>
3.4.	CONFIGURES PERSON COMPUTER (PC) HARDWARE.
3.5.	CONFIGURES PC SOFTWARE.
3.6.	RESPONDS TO TROUBLE CALL.
3.7	ESTABLISHES PREVENTIVE MAINTENANCE FOR PC.
4.	AF IMT 9, <i>REQUEST FOR PURCHASE</i> .
4.1.	REVIEWS CUSTOMER REQUIREMENT.
4.2.	DETERMINES AVAILABILITY OF FUNDS.
4.3.	PRINTS AND TRACKS AF IMT 9.
5.	STAFF ADMINISTRATION.
5.1.	RECEIVES INCOMING COMMUNICATION. Distributes communication to appropriate office.
5.2.	PREPARES OUTGOING COMMUNICATION.
5.3.	CONTROLS OUTGOING ACCOUNTABLE COMMUNICATION.
5.4.	PREPARES AND MAINTAINS READ FILE.
5.5.	MAINTAINS FILE.
5.6.	SCHEDULES, PREPARES FOR, AND ATTENDS STAFF MEETING. Schedules meeting, prepares agenda, notifies personnel, and types minutes.
5.7.	MANAGES UNIT TECHNICAL ORDER (TO) PROGRAM.
5.8.	MAINTAINS UNIT PUBLICATION.
5.9	MANAGES RECORD MANAGEMENT PROGRAM.
6.	TRAINING.
6.1.	MANAGES ON-THE-JOB TRAINING (OJT).
6.1.1.	INTERVIEWS NEWLY ASSIGNED PERSONNEL. Determines training status, Career Development Course (CDC) progression and training need.
6.1.2.	MONITORS TRAINEE PROGRESSION. Monitors trainee's progress and identifies problem. Establishes and monitors upgrade suspense action.
6.1.3	PROVIDES ASSISTANCE. Provides assistance and makes recommendation to unit personnel on training matters.
6.1.4.	OBTAINS TRAINING MATERIAL. Orders or develops formal training material.

TASK NO.	PROCESS
6.1.5.	PREPARES AF IMT 2096, <i>CLASSIFICATION/ON-THE-JOB TRAINING ACTION</i> , AFFECTING AIR FORCE SPECIALTY CODE (AFSC) OR UPGRADE TRAINING (UGT) STATUS. Ensures eligibility and completion of training requirement.
6.1.6.	PREPARES UNIT TRAINING EVALUATION REPORT FOR USE OF EACH SUPERVISOR WITHIN UNIT.
6.2.	PERFORMS STAFF ASSISTANCE VISIT (SAV).
6.3.	MAINTAINS PERSONNEL TRAINING DATA.
6.4.	PREPARES TRAINING BUDGET.
7.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).
8.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.



## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC 1100RH ADMINISTRATIVE STAFF					
		Manpower Requirement			
		Population Range			
Air Force Specialty Title	AFSC	0 - 50	51 - 100	101 - 400	401 - 700
Education/Training Manager	3S2X1			1	1
Personnel/Craftsman	3S0X1	1	1	1	1
Information Management	3A0X1		1	1	2
<b>Total</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>